



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen B.A. Hons.

3rd September 2020

Children returning to school – important information

Dear parents / carers

We are looking forward to welcoming your children back over the next few days. We hope that they had an enjoyable summer. It will be a pleasure to have the whole school community back together again.

You should have received my lengthy July letter which shared much information regarding our September return. May I suggest that you have a re-read to ensure that you and your child are fully prepared. We have re-circulated this letter and it can also be found on the General Updates page of the school website.

The main headlines are:

From Friday 4th September, we will be pleased to welcome children from every year back to school, full time.

Friday 4th September – Years 2, 3 and 6
Monday 7th September – Years 2, 3, 4 and 6
Tuesday 8th September – Years 2, 3, 4, 5 and 6
Wednesday 9th September – All children from Years 1 – 6
Thursday 10th September – All children from Years 1 – 6 (as above)
Friday 10th September – All children from Years 1 – 6 (as above)
New Reception will start the following week.

Bubble sizes and spacing

Children and staff will be placed in bubbles within year group bubbles. There will be no interaction between year group bubbles and these will remain separate from others at all-times. Some adults may move between bubbles but only if they can maintain strict social distancing. This is to reduce the risk of Covid-19 passing as much as possible. Should a child, or adult, receive a positive test for Covid-19, those who have been in close contact would have to isolate.

Drop off and pick up

- Each year group has their own drop off and pick up time. Please be prompt for your time slot.
- Only one adult to accompany a child onto the playground. You are encouraged to leave children at the gate.
- Each class has their own designated gate for their own set time.
- We ask adults to remain on the premises for the minimum amount of time possible.
- We ask those waiting outside the gates to socially distance at all times. We ask that those outside the school gates do not stop and chat but kindly move on, even if distanced. We will have increased numbers of people moving through these areas so please support others by ensuring they feel as safe as possible and have a clear pathway to move through.
- Children will not free flow into classes as usual, but wait outside, each on a 2 metre line, overseen by their class teacher and TA. Each Hub has a different entry and exit so the children will not be near other Hubs.
- As children enter the school building they will be required to wash their hands.
- When arriving for pick up, we ask that the one adult doing so, waits on a 2 metre distanced line as with drop off.
- Pre or post drop off / pick up, we ask that adults avoid visiting the school office, where possible. For any enquiries, please call or email instead. Please note that the school office will only be open from 8am until 3.30pm, until further notice.
- Face masks are welcomed to be worn by parents / carers on site should you wish to do so.
- Siblings can be dropped off at the earlier time and collected at the later time of their brother or sister.

	Reception		Years 1 and 5			
	Reception		Y1	Y5		
Drop off	9.00am - 9.10am		8.30am - 8.40am			
	St Jude	St Christopher	1 St Cath	1 St Peter	5 St Cec	5 St Steph
Teacher	Mrs Coleshil	Miss Topcam	Miss Thomas	Ms McCartney / Mrs Fairbanks	Miss Wilkins	Mrs Elliot / Mrs Bowles
TA	Mrs Wells	Mrs Tall Stuart	Mrs Cashman Mrs Wroe	Mrs Tabar Mrs Leany	Mrs McEnte	Mrs McEntee Mrs Burtensh
Gate	Radinden Manor		Radinden Manor		Behind staff car park Upper Drive	KS1 Upper Drive
Hand washing	Own class	Own class	KS1 toilets / half in class	KS1 toilet / half in class	KS2 cloister tap / in class	KS2 toilets
Enter and route	Class door	Class door	KS1 toilet door then back stairs	KS1 toilet door then main stairs	Class back door	KS2 cloister
Pick up	3.10pm - 3.20pm		2.40pm - 2.50pm			
Exit	Classroom doors		Back stairs then KS1 toilet	Main stairs then KS1 toilet	Class back door	KS2 cloister

	Years 2 and 6				Years 3 and 4			
	Y2		Y6		Y3		Y4	
Drop off	8.40am - 8.50am				8.50am - 9am			
	2 St Claire	2 St Bern	6 St Martin	6 St Paul	3 St Joan	3 St Patrick	4 St And	4 St Francis
Teacher	Mrs Tearle	Mrs McFarland	Miss Waters	Mrs Brady-Smith / Mrs Fletcher	Miss Whitely	Miss Rodway / Mrs McGuire	Miss Fletcher	Ms Szeless
TA	Mrs Stafford	Mrs Williams Mrs Saunders	Mrs Georgiou Mrs Alphonso	Mrs Georgiou	Mrs White	Mrs White	Mrs Cutler	Mrs Cutler
Gate	Radinden Manor		Behind staff car park Upper Drive	KS1 Upper Drive	Radinden Manor		Behind staff car park Upper Drive	KS1 Upper Drive
Hand washing	Own class	KS1 toilets / half in class	KS2 toilets	KS2 cloister tap / in class	In class	Year 3 huts toilets / in class	Year 4 huts toilets / in class	In class
Enter and route	Class door	KS1 toilet door then back stairs	KS2 cloister then main stairs	KS2 cloister then main stairs	Y3 huts front door	Y3 huts back door	Y4 huts front door	Y4 huts back door
Pick up	2.50pm - 3.00pm				3pm - 3.10pm			
Exit	Class door	Back stairs then KS1 toilet	Main stairs then KS2 cloister	Main stairs then KS2 cloister	Y3 huts front door	Y3 huts back door	Y4 huts front door	Y4 huts back door

Infection prevention and control

We will be encouraging children to clean their hands more often than usual and ensure that they wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. We will promote the 'Catch it, bin it kill it' approach to coughs and sneezes and all will be required to wash hands immediately after coughing or sneezing. Extra cleaning will take place throughout the school day, in addition to a deeper clean at the end of each day.

Uniform and belongings

- We ask that children come to school wearing their PE kit on their PE days. You will be informed of these at the start of term.

- Children are required to bring in their own, named water bottle and their own packed lunch (unless ordering a school meal). Children are encouraged to bring in a healthy snack for break.
- Children are required to wear smart school uniform as per school policy. A reminder that black trainers are permitted provided they are black in their entirety and have no coloured logos.

Attendance

- If a child is unwell, for any reason, please record their absence via the StudyBug app as per usual school policy. We promote this method of absence recording but, should this be a problem, please call the school office between 8.30am and 9am or send an email.
- **It is vital that any child showing symptoms of COVID-19, no matter how mild, must stay at home. These are a new continuous cough, a high temperature or a loss of, or change in, your normal senses of taste or smell.** Any child reporting any of these will be sent home immediately.
- Any child who has been in a country requiring quarantine is required to remain at home for 14 days after their return. Any child who visited a county requiring quarantine, but who left from another country, should inform the school office so that we can discuss your case.

Suspected cases

- If a child becomes unwell, with Covid symptoms, during the day, they will be immediately isolated in a designated, ventilated space, with a member of staff from their bubble. Any child showing any symptoms will be sent home until they have either followed the recommended isolation period.
- Any child showing signs or symptoms, must be kept at home and self-isolate, as per Government guidance. We ask that families obtain a test result as soon as possible.
- Where the child, young person or staff member tests positive, the rest of their class / bubble will be informed as all those who have been in close contact with the child, will be required to isolate for 14 days.
- The person who tested positive is required to isolate for 10 days. Guidelines recommend that, after 10 days, if symptoms other than cough or loss of sense of smell/taste are present, that self-isolation continues. All other household members, or bubble members, who remain well, must stay at home and not leave the house for 14 days.

Wellbeing

- Some children may struggle returning to a structured school environment after so much time off. We have planned a range of transition and wellbeing lessons. We will also carry out a range of daily activities in addition to our usual positive affirmations, meditation, prayer, use of worry box etc. There are also a range of tools to support wellbeing on the school website. The first two weeks in school will be devoted to transition and then, in following weeks, other transition and wellbeing work will be woven into the school day.
- Our school counsellor has been working with children, virtually, throughout our time away from school. If you feel your child would benefit from virtual school counselling, please contact Anna Mullans to discuss a referral.

Clubs

- We are hoping that some before school and after school provision will be on offer, come WB 14th or 21st September. Breakfast and after school clubs can only operate if children are separated into their bubbles and, if there are children from different bubbles, these must be distanced. This impacts staffing wise and space wise. With this in mind, many clubs will not have capacity to operate.
- Breakfast Club is school run and we would like to offer this provision. Please contact the school office if this is something that you require. We are hoping to offer daily breakfast club per bubble and aim to have spaces for all families requiring this. More information to follow.

Many thanks for your support and understanding

Please say hello to your child and remind them that we are looking forward to seeing them. As ever, we are always here if you need anything at all. We look forward to seeing you soon. Please keep staying alert and thank you, as ever for your ongoing support.

Many thanks. Rachel Breen (Headteacher)

